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TO: Office of the Deputy Director (Support)

ATTN: Mr. [REDACTED]

SUBJECT: DD/S Mail Control

1. PROBLEM:

The Office of the Director including the Executive Registry is scheduled to move to South Building approximately the first of April and the office of the DD/S will remain in the Administration Building. The problem is to determine whether a separate Registry should be established for the handling of the DD/S mail.

2. FACTS BEARING ON THE PROBLEM:

- a. The volume of mail handled by the Executive Registry was approximately the same for 1953 and 1954 but increased by 20.2% for the first 2 1/2 months of 1955. See Annex No. 1.
- b. The DD/S mail equaled approximately one-fifth of the work load handled by the five Executive Registry clerks in 1954.
- c. Distribution of mail from the Executive Registry located in South Building to the DD/S offices in the Administration Building would require six scheduled round trips daily (timed to meet deliveries by the Agency courier truck) totalling approximately two hours.
- d. Mail between South Building and the Administration Building cannot be carried by the messenger presently stationed in South Building because of job classification and security requirements.
- e. The establishment of a separate Registry for the DD/S would eliminate the following duplicate handling:
 - (1) DD/S offices calling the Executive Registry for the assignment of control numbers for incoming hand carried correspondence and DD/S initiated correspondence.
 - (2) The logging of Top Secret material by the DD/S offices and the Executive Registry.

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- f. Continued servicing of DD/S mail by the Executive Registry will result in some delay in receiving and dispatching correspondence because of the additional routing and courier trip required.

3. DISCUSSIONS:

It appears that the best mail service could be furnished the DD/S offices by the establishment of a separate Registry which will eliminate the delays resulting from routing all mail through the Executive Registry located in another building. The main objections to the establishment of the second Registry is the possible additional staff necessary to operate.

A review of the work load in the Executive Registry indicates that approximately one-fifth of the 1954 volume represents DD/S mail. Since in addition to the supervisor there are five clerks handling the mail in the Executive Registry, it would appear that one of these could be transferred to the office of the DD/S without disrupting the work routine or appreciably adding to the work load of the remaining clerks. However, the work load was 20% higher for the first 2 1/2 months in 1955 and will probably continue so that an additional clerk should be assigned.

The continued servicing of the DD/S offices from the Executive Registry would require six scheduled courier trips totalling approximately two hours per day in order to give the same service furnished other offices of the Agency. This additional time could not be absorbed by the two couriers now assigned to the Executive Registry and the present job requirements prohibit the messenger stationed in South Building from carrying classified material between the buildings. The South Building messenger could be replaced by a courier who could handle the additional deliveries to DD/S offices. However, if separate Registries are established, Executive Registry couriers would have more time because mail for the DD/S would be delivered directly by the regular courier service.

4. CONCLUSIONS:

Mail for the DD/S can be most efficiently and economically handled by the establishment of a separate Registry. No additional slots for clerks or couriers need be assigned because of the establishment of the two Registries. However, the increased Executive Registry work load does justify an additional position which could best be utilized by assignment to the DD/S for Registry work.

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5. ACTION RECOMMENDED:

- a. Establish a separate Registry for the DE/S.
- b. Establish one slot on the DE/S T/O for registry work.
- c. Change the classification of the messenger position in South Building to a courier position and transfer the slot to the Executive Registry T/O. (Informally agreed to by [REDACTED] of the Logistics Office.) This courier to make [REDACTED] intra office pick ups and deliveries (including ONE) as well as such special trips as are required.
- d. For special courier runs the DE/S Office should continue to use the couriers assigned to the Executive Registry, and the operating offices of the DE/S.
- e. Set up mail control procedures for the DE/S Registry as outlined in Annex No. 2.

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[REDACTED]
Chief, Records Management Division

ANNEXES:

- No. 1 Executive Registry Statistics
- No. 2 DE/S Registry Control Procedure

ACTION BY APPROVING AUTHORITY:

APPROVED:

(Signature)

(Title)

(Date)

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